

State of Montana
Department of Public Health and Human Services
PO Box 4210 Helena, MT 59604

VACANCY ANNOUNCEMENT

August 8, 2007

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TITLE:	Tribal Coordinator
POSITION NO:	04751
LOCATION:	Director's Office, Helena
STATUS:	Full-Time/Permanent
UNION:	Non
PAY PLAN 20:	Pay Plan 20, Pay Band 6
STARTING SALARY:	\$34,651 - \$43,314 annually. Depending on qualifications and internal equity.
SUPPLEMENT:	No

APPLICATION DEADLINE: State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to hhsea@mt.gov or faxed (406) 444-0262. This position will be open until filled. To be considered for the first review, applications must be received or postmarked if mailed no later than **5:00 p.m., Wednesday, August 22, 2007**. For further information visit the DPHHS website: www.dphhs.mt.gov/jobs

TYPICAL DUTIES: This position serves as the department's technical authority in working with tribes to identify and resolve barriers regarding Medicaid eligibility for tribes to access health care services to leverage Medicaid federal financial participation and Medicaid. The position is responsible for developing and administering the department's tribal coordination program including the internal and external relationships, purposes, funding and missions of tribal services for human services programs; recommends system changes needed to support a comprehensive infrastructure within DPHHS to adopt an organizational framework capable of coordinating tribal efforts relating to Medicaid; and serves as an advisor and technical resource to the department and will consult with the divisions and use division staff as a resource relating to duties and responsibilities.

KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:

Knowledge: Knowledge and understanding of Medicaid principles, eligibility, funding and payment systems; project management; financial and accounting principles; budget preparation; and informational systems.

Skills: Skill in verbal and written communication; addressing a variety of audiences ranging from department staff, tribal leaders and staff, legislators, local public officials, special groups and community members; negotiation, mediation, and meeting facilitation; and diplomacy.

Abilities: Ability to perform needs assessments; identify deficiencies and barriers; develop and promote solutions; interpret general state, and federal laws; develop conforming regulation, policy and programs; train both professional and administrative staff; plan and coordinate staff work to meet program objectives; work independently and manage and complete multiple projects and priorities within time limits; translate ideas and theories into practical policy; recognize opportunities for procedural improvement; develop effective strategies for implementing appropriate changes; apply problem solving, qualitative and quantitative analysis and program policy analysis techniques to a broad range of complex situations; effectively communicate ideas and concepts and interpret technical information to a variety of audiences; and operate standard office equipment including, personal computers and work related software.

EDUCATION/EXPERIENCE REQUIRED: Bachelor's degree in human services, public administration, business management or related field **AND** four years of progressively responsible experience in human services or organizational management **OR** a Master's degree in a similar field **AND** two years of progressively responsible experience in human services. Experience and/or education of budget and finance from a business setting and experience in collecting, organizing and analyzing data using statistical techniques to design and conduct research studies is preferred. Other combinations of education and experience will be evaluated on an individual basis. Related experience may substitute for education on a year-for-year basis.

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the first review date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form; and
3. Photocopy of transcripts for any coursework at a college or technical school. **If applicant has difficulty obtaining transcripts you will be given a five-day grace period to**

submit them to our office after the closing date to: HUMAN RESOURCES, PO Box 4210, Helena MT 59604; OR if unforeseen circumstances arise, transcripts may be brought to the interview.

Applications will be rejected for late, incomplete or unsigned application materials.

COMPENSATION: Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

REASONABLE ACCOMMODATIONS: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

SELECTIVE SERVICE COMPLIANCE CERTIFICATION: All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.